



City Council Report

Date: August 26, 2013
To: City Council
Through: Alex Deshuk, Manager of Technology and Innovation
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Alyce Benge, C.P.M., CPPO, Purchasing Administrator
Subject: Two-Year Term Contract for Library Books, Spoken Word, DVDs and Digital Media for the Library Services Department **(Citywide)**

Purpose and Recommendation

Council is requested to approve the Term Contract for Library Books, Spoken Word, DVDs and Digital Media as recommended. A committee representing Library Services and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the highest scored proposals from Baker & Taylor, Inc. at \$265,000 annually, based on estimated requirements.

Background / Discussion

This contract will provide for a high percentage of the Library's purchases to facilitate the entire selection, ordering, receiving and invoicing process. Materials covered by this RFP included: Books, Standing Orders, Digital Media (Including but not limited to electronic books and digital audiobooks), Spoken Word (Including but not limited to compact disc and playaway), DVD/BluRay, Large Print, and materials in Spanish language.

The Library system consists of a Main library that includes a central technical services operation for the system. There are four branches. The Library and 11 other libraries in Maricopa County participate in a reciprocal borrowing agreement. The Library has approximately 305,000 titles and 520,200 volumes in all formats. Annual circulation was 2,800,000 for FY 2011/12.

38 vendors were invited to submit a response, in addition to the standard advertising in the Arizona Republic, Bid Net, Record Reporter and the City of Mesa Purchasing website. 33 vendors downloaded the solicitation from the Purchasing website. Four responses were received.

The initial contract period will be two years with two, one-year renewals possible subject to future Council consideration. Future price increases are capped by the Producer Price Index.

Staff from the Library Services evaluated the proposals based on the elements: Ability to meet Essential Services; Ability to meet Required Services; Fulfillment Rate and Related Factors; and Presentation/Format; for the total number of 850 points for the Technical Proposal. Proposals which did not receive 600 of the total points were not considered for price evaluation and award.

The highest scored proposal, Baker & Taylor, Inc. is being recommended for award. The evaluation committee unanimously agreed on the recommendation.

The evaluation of two proposals from Baker & Taylor, Inc. and Ingram Library Services, Inc. were very close. Concerns with Ingram's proposal were the shipping costs outlined, no invoice sample was included in the proposal, customer service issues and stock availability in warehouses. Their online database does not display stock status on the first page, which is an efficiency point.

Baker & Taylor's online database seemed easier to navigate with the information displayed in a logical way. Standing order offerings are more robust. Pricing comparison in various formats was negligible. Baker & Taylor has provided and fulfilled the Library's needs during the past five-year contract term.

Alternatives

Council may choose not to authorize the purchase and new responses will be solicited.

Fiscal Impact

The total amount of \$265,000 is available in the Library Services Department's operating budget.

Coordinated With

Library Services and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2013139

Vendors Registered on Bid List: 38 (0 Mesa)

Advertising: Arizona Republic, Bid Net, Record Reporter, Purchasing Website

Downloads: 33

Protests Received: None

Initial Contract Term: Two years

Possible Renewals: Two, one-year renewal subject to future Council consideration

Prices: Future price increases are capped by the Producer Price Index.

Pricing Available to Other Cooperative Agencies: Yes

Proposals Received July 22, 2013:

Baker & Taylor, Inc – Charlotte, NC

Cengage Learning, Inc – Farmington Hills, MI

The Emery-Pratt Company – Owosso, MI

Ingram Library Services, Inc – La Vergne, TN

Multicultural Books and Videos – Madison Heights, MI

Scholastic Library Publishing, Inc – Danbury, CT

Recorded Books LLC – Prince Frederick, MD

"No Bid" Response Received From:

Brodart Books & Library Services – Williamsport, PA

Perma-Bound – Jacksonville, IL

Proposal Scoring Results:

Elements / Maximum Points Possible	Baker & Taylor, Inc.	Ingram Library Services, Inc.	Cengage Learning, Inc.	The Emery-Pratt Company	Multicultural Books and Videos	Scholastic Library Publishing Inc.
Ability to meet Essential Services / 650 points	625	610	420	305	345	185
Ability to meet Required Services / 85 points	85	85	80	75	75	40
Fulfillment Rate and Related Factors / 100 points	95	100	75	50	15	15
Presentation / Format / 15 points	15	15	15	5	10	15
Proposal Pricing / 150 Points	150	150	0	50	0	0
Total Points / 1,000 points	<u>970</u>	960	590	485	445	255

AWARD RECOMMENDATION

Baker & Taylor, Inc.
Charlotte, NC

Description
Library Books, Spoken Word, DVDs and Digital Media per Terms and Conditions, Specifications and Pricing as offered Annual Contract Amount: <u>\$265,000</u>